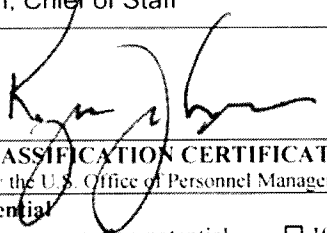
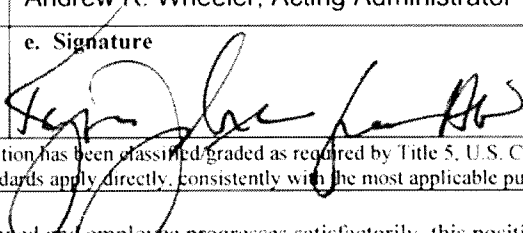
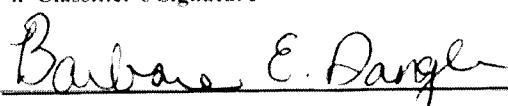


UNITED STATES ENVIRONMENTAL PROTECTION AGENCY HUMAN RESOURCES SHARED SERVICE CENTER											
Position Description Coversheet <i>(Please read instructions on back)</i>						1. Position No. EPES18021		2. Incumbency Allocation Only? May not be IA'ed			
3. Reason for Submission New		4. Employing Office Location Washington, D.C.		5. Duty Station Washington, D.C.		6. BUS Code 8888					
Explanation (Show any positions replaced)		7. Fair Labor Standards Act Exempt-Executive		8. Financial Statements Required OGE-278 Required		9. Cybersecurity Code a. 000					
		10. Position Status SES (General)		11. Supervisory Status Code 2-Supervisor or Manager		b. _____					
		12. Competitive Level Code		13. Competitive Area		14. Drug Testing Yes					
		15. Extramural %		16. Functional Class Code N/A		17. Medical Monitoring					
		18. Position Sensitivity Critical-Sensitive		19. Security Clearance Top Secret		20. Position Risk High					
		21. Emergency Essential		22. Developmental Position No		23. Full Performance Level Current Level					
24. Position Classification		Official Title of Position				Pay Plan		Occupational Code		Grade	
a. Official Allocation		Deputy Assistant Administrator for Science Policy				ES		0340		00	
25. Organizational Title of Position (if different from official title)						26. Name of Employee (if vacant, state such) Henry Christopher Frey					
27. Department, Agency, or Establishment Hierarchy											
a. 1st Tier Org Code		1st Tier Org Description U.S. Environmental Protection Agency									
b. 2nd Tier Org Code N0000000		2nd Tier Org Description Office of Research and Development									
c. 3rd Tier Org Code		3rd Tier Org Description									
d. 4th Tier Org Code		4th Tier Org Description									
e. 5th Tier Org Code		5th Tier Org Description									
28. Supervisory Certification: I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships. The position is necessary to carry out Governmental functions for which I am responsible. This certification is made with knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.											
a. Typed Name and Title of Immediate Supervisor Dan Utech, Chief of Staff					b. Typed Name and Title of Higher-Level Supervisor or Manager Dan Utech for Jane Nishida, Acting Administrator						
Signature Utech, Dan Digitally signed by Utech, Dan Date: 2021.02.18 07:18:48 -05'00'				Date _____		Signature Utech, Dan Digitally signed by Utech, Dan Date: 2021.02.18 07:19:05 -05'00'					
Date _____				Date _____		Date _____					
29. Classification/Job Grading Certification: I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformation with standards published by the U. S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standard.					Information for Employees: The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or U.S. Office of Personnel Management.						
a. Typed Name and Title of Official Classifying the Position Barbara Dangler, HR Specialist					30. Position Classification Standards Used in Classifying/Grading Position						
Signature /s/Barbara Dangler				Date 9/21/18							
31. Remarks Executive Resources position.											

21 0510835

NOTE: DO NOT print this form. Printing will disable the electronic signature features. This form will not be accepted if it is printed and scanned.

United States Environmental Protection Agency POSITION DESCRIPTION COVERSHEET		1. DUTY LOCATION Washington, DC		2. POSITION NUMBER EPES18021	
3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position					
	b. Title	c. Pay Plan	d. Series	e. Grade	f. CLC
Official Allocation	Deputy Assistant Administrator for Science Policy	ES	0340	00	
4. Supervisor's Recommendation	Deputy Assistant Administrator	ES			
5. ORGANIZATIONAL TITLE OF POSITION (if any)		6. NAME OF EMPLOYEE			
7. ORGANIZATION (Give complete organizational breakdown)		e.			
a. U.S. ENVIRONMENTAL PROTECTION AGENCY		f.			
b. Office of Research and Development		g.			
c.		h. Employing Office Location Washington, DC			
d.		i. Organization Code N0000000			
8. SUPERVISORY STATUS					
<input checked="" type="checkbox"/> [2] Supervisor or Manager. Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards. <input type="checkbox"/> [4] Supervisor. Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG. <input type="checkbox"/> [5] Management Official. Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10). <input type="checkbox"/> [6] Lead Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system. <input type="checkbox"/> [7] Team Leader. Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE. <input type="checkbox"/> [8] All Other Positions. Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position.					
9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor Ryan T. Jackson, Chief of Staff		d. Typed Name and Title of Second-Level Supervisor Andrew R. Wheeler, Acting Administrator			
b. Signature	c. Date	e. Signature	f. Date		
	8/29/18		8/28/18		
10. OFFICIAL CLASSIFICATION CERTIFICATION: I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.					
a. Promotion Potential <input checked="" type="checkbox"/> This position has no promotion potential <input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:					
b. PSB Risk Designation <input type="checkbox"/> 1 Low <input type="checkbox"/> 2 Moderate <input checked="" type="checkbox"/> 3 High Security Clearance Required: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	c. Financial Disclosure Form <input type="checkbox"/> OGE-450 Required <input checked="" type="checkbox"/> OGE-278 Required <input type="checkbox"/> No financial disclosure forms required	d. "Identical, Additional" (IA) Allocation This position <input type="checkbox"/> may be IA'ed <input checked="" type="checkbox"/> may not be IA'ed <input type="checkbox"/> is limited to current incumbent	e. FLSA Determination <input type="checkbox"/> NONEXEMPT <input checked="" type="checkbox"/> EXEMPT* (*check exemption category) <input type="checkbox"/> Administrative <input type="checkbox"/> Professional <input checked="" type="checkbox"/> Executive	f. Functional Classification Code N/A	
g. Bargaining Unit Code 8888	h. Check, if applicable: <input type="checkbox"/> Medical Monitoring Required <input type="checkbox"/> Extramural Resources Management Duties (0 % of time) <input type="checkbox"/> This position is subject to random drug testing ()		i. Classifier's Signature 		j. Date 9/21/18
11. REMARKS General position. Top Secret position.					

DEPUTY ASSISTANT ADMINISTRATOR FOR SCIENCE POLICY
ES-0340-00

I. INTRODUCTION

The Deputy Assistant Administrator for Research and Development serves under the Assistant Administrator for Research and Development. The incumbent to this position will provide input in the planning, science policy development and implementation, oversight and direction of management and administrative initiatives underway within the Office of Research and Development; and provide senior level expertise in strengthening the Agency's research program. The primary responsibilities are to oversee and coordinate the development of management policies and strategies and to provide expert scientific leadership and direction for scientific and technical matters in the regulatory process as well as other high priority areas. The duties will involve interactions that are both international and national in scope.

II. MAJOR DUTIES AND RESPONSIBILITIES

1. The Deputy Assistant Administrator proposes means for improving the quality and content of the organization's management structure, and recommends and advises on the content and conduct of responses to Agency requests and legislative mandates.
2. Advises the Assistant Administrator for ORD on overall program goals, objectives, policies, strategies and managerial approaches, and program plans which are informed by the scientific findings of the organization.
3. Reviews and evaluates documents and correspondence requiring approval by the Assistant Administrator for ORD.
4. Assesses critical, ORD-wide organizational issues across programmatic limits and directs assignment to appropriate ORD office for response to and/or implementation of new Agency policies or programs. Develops options and mechanisms to identify issues of concern and ensures systems are in place to ensure the programs' success and science policies are fully implemented.
5. Represents ORD and the Office or the Assistant Administrator for ORD on high level interagency committees. Represents ORD as a senior manager within professional, academic, state and local groups and associations. Maintains continuing contact with various governmental and nongovernmental agencies, universities and associations and participates in seminars, conferences and meetings to ensure ORD's managerial and organizational initiatives and programmatic goals are in sync with Agency mission statements and Science policies.
6. Directs organizational studies and general management reviews for submission

to the Assistant Administrator for ORD, OMB, Congress and others, as required. Based upon analysis of problem trends and critical areas identified and defined, recommends redirection of programmatic efforts and development of new or modified methods. policies, procedures. programs, and strategies.

7. Evaluates status and trends of management and administrative systems in place and based on a broad understanding of organizational goals and mission objectives. recommends new directions. policies and areas of study. Directs ORD actions concerning emerging problems of national significance. Determines the existence of trends and developments which appear to significantly influence long-range organizational plans. Recognizes the need for further studies and development, if necessary. Based upon the analysis of trends and problem areas and the organization's demographical base, recommends the development of new or modified methods, policies, programs, and strategies.
8. Conducts and oversees a comprehensive program, staff and technical analyses of science policy issues and problems as well as providing general advice and guidance covering all aspects of ORD activities. Supervises a large multidisciplinary group of EPA employees organized into offices, labs, and divisions headed by subordinate supervisors. Plans for staff development including assessment of training needs, and performs supervisory duties involving the establishment and filling of positions, the promotion and assignment of personnel, delegating work among subordinate groups and individuals; establishing performance standards, appraising staff against these standards, and taking appropriate actions as needed.
9. Assists in the development of policies affecting ORD which includes reviewing, evaluating, and recommending adjustments in the Agency science policies and regulations.
10. Facilitates working relationships between science programs in ORD and science and regulatory programs in EPA's Program and Regional Offices and outside organizations on the scientific aspects of regulatory issues of mutual interest in order to support communication and cooperation.
11. Works collaboratively with appropriate ORD and EPA program office experts to provide advanced guidance and information, reviews, analyses, and coordination in support of regulatory and guidance initiatives and makes recommendations to the Administrator and Deputy Administrator.
12. Represents, as appropriate and requested, the Administrator and Deputy Administrator at various task force, panel, and committee meetings as an expert, recognized by peers, at all levels of government, on science and operational program activities concerning or related to the development of Agency science policies and regulations.
13. Undertakes assignments on projects of special concern to the Administrator and Deputy Administrator; establishing contacts at the highest levels of governmental and non-government organizations in order to develop information, evaluate findings, and prepare reports incorporating conclusions and specific recommendations. The individual

is capable of addressing national level issues.

14. Performs other related executive duties as assigned.

III. SUPERVISORY CONTROLS

The incumbent receives broad direction and general policy guidance from the Assistant Administrator for the Office of Research and Development. Within this framework, is delegated full and complete authority for the direction, management, and implementation of assigned duties. Exercises independent initiative in accomplishing missions and objectives in representing the Office of Research and Development, U.S. Environmental Protection Agency, in his/her area or responsibility.